

29 March 1954

MEMORANDUM FOR THE RECORD

Subject: Reports and Correspondence Management Program for
the Medical Office

1. A proposal to conduct subject programs was presented to the Chief, Medical Staff and his Division Chiefs 4 March 1954.

25X1A9a

2. 24 March we were informed by Mr. [REDACTED], Acting Administrative Officer, that a survey on his part and several discussions among the Division Chiefs revealed that the quantity and nature of Medical Office reports and correspondence obviates conducting subject programs. He stated, however, that since the Medical Office Staff is now familiar with our programs we could expect requests for services from time to time.

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3. Mr. [REDACTED]'s findings are supported in part by the Records Control Schedules for the Medical Office. They show that:

a. Only two files contain reports from the field.

b. Only three files reflect intra-Office reports and statistics, other than the Office, division, and branch subject files which contain general reporting material.

c. Only one file reflects repetitive correspondence (for recruiting medical personnel).

4. Accordingly, we feel that further action to install these programs be withheld pending response from the Medical Office. Conceivably, this will result from publishing the regulations on reports and correspondence management and the release of other program material.

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[REDACTED]
Chief, Reports and Correspondence
Management Section

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